



# Memorandum

**TO:** Historic Landmarks Commission **FROM:** Courtney Damkroger

**SUBJECT:** Draft HLC Retreat Agenda **DATE:** August 25, 2003

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**APPROVED:**

**DATE:**

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Below please find a draft agenda for your review and comment for the upcoming HLC Retreat on September 26, 2003. The retreat will be held at the San Jose Museum of Art from 1:00 to 4:30 p.m.

## **DRAFT HLC RETREAT AGENDA**

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|------------------|---|
| 1:00 -1:15 p.m.  | Opening Remarks <ul style="list-style-type: none"><li>• review Agenda</li><li>• goals for the day</li></ul> (Gloria Sciara, Joe Horwedel, Courtney Damkroger)                         |
| 1:15 – 2:15      | Review current projects list and prior HLC workplans <ul style="list-style-type: none"><li>• discuss any additional projects</li></ul> (Courtney Damkroger, Sally Notthoff Zarnowitz) |
| 2:15 – 2:45      | Review HLC committee structure and composition<br>(Gloria Sciara, Sally Notthoff Zarnowitz)   |
| 2:45 - 3:00      | Break   |
| 3:00 – 4:00      | Draft HLC workplan for 2003/2004 fiscal year  |
| 4:00 – 4:30 p.m. | Wrap up and Evaluation<br>(Courtney Damkroger, Sally Notthoff Zarnowitz)  |

Courtney Damkroger  
Historic Preservation Officer

Historic Landmarks Commission

April 2, 2003

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